



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

FORMAL COMMUNICATION

TO: Indiana's Workforce Investment System

FROM: Amy L. Smith-Rubeck, MA, LMHC
Director of Policy

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Technical Assistance Bulletin
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Jobs Opportunities Business Services (JOBS) Program Funding

Purpose

The Jobs Opportunities Business Services (JOBS) program provides funding to assist employers with skills assessments, job profiles, skill gap training and recruitment assistance. The JOBS program became a reality in 2003 when the Indiana State Legislature set aside five million in federal Reed Act dollars a year for five years for this innovative new initiative. The JOBS program was set to expire June 30, 2008, but the State Legislature extended the legislation to June 30, 2012 without providing additional funding.

In response to the extended legislation and lack of additional funding, the Indiana Department of Workforce Development (DWD) has evaluated the program and its intent in order to develop a management plan that meets these two objectives.

The information contained in this Technical Assistance Bulletin provides details regarding the activities that will be funded by JOBS (Reed Act/8720) after September 1, 2008.

Content

The JOBS program will no longer fund the following:

1. *Assessments for out-of-state individuals*

JOBS funding will not cover assessments for individuals who reside outside of Indiana unless the individual matches to a job order for an Indiana employer participating in the JOBS program. Eligible out-of-state residents must have their assessments scored at an Indiana Department of Workforce Development scanner location.

2. *Assessment costs for high schools & correctional facilities*

JOBS funding shall not be used to provide WorkKeys assessments to high school students and prison/jail populations. High schools and correctional facilities are encouraged to set up assessment relationships directly with ACT. We have notified the Department of Education and the Department of Corrections (DOC) of this decision. Please note the DOC program “Master Student to Master Employee” will continue until November 1, 2008.

3. *Assessment costs for projects outside of the JOBS program*

Assessments and other related activities that are not part of the JOBS program should be charged to another source. The JOBS program is employer driven and assessments are to be provided in response to a job order that originated from an approved JOBS application.

4. *Staff time and other expense charging*

Staff time spent on WorkKeys assessments or related expenses (supplies, test booklets, postage for results) for programs or initiatives unrelated to the JOBS program should be charged to another source.

The JOBS program will continue to fund the following:

1. *Job Profiling*

The JOBS program will continue to fund WorkKeys job profiles prepared by an ACT certified profiler. To qualify for job profiles, employers in partnership with their regional operators or Marion County Workforce Investment Board must apply for participation in the JOBS program. Regional business consultants have access to the applications. Qualified employers are eligible for up to five job profiles in a twelve-month period.

2. *WorkKeys Assessments*

The JOBS program will continue to fund assessments for employers with an approved and active JOBS application on file. Applicants must meet the non-WorkKeys job order requirements before being assessed. Assessment costs for projects and programs outside of JOBS will be the responsibility of that program. DWD scanners can be used for the processing of assessments outside of the JOBS program only after instruction from the WorkKeys Program Manager in order to insure proper tracking of assessment costs.

3. *Staff Time Charging*

JOBS funding is available to each region for staff time for JOBS related activities on the following basis:

Every full-time WorkOne office will be allocated \$15,000 a year (July 1, 2008 through June 30, 2009) in JOBS funds (Reed Act/8720) for time charging. A “full-time WorkOne office” is defined by the DWD state map which identifies 26 full-time offices throughout Indiana.

4. Equipment and Supplies

The JOBS program will continue to provide equipment (scanners, printers, TVs, CD players) and supplies (calculators, timers) for JOBS related WorkKeys assessments. Prior to any purchase, the Regional Operator or the Marion County Workforce Investment Board must submit an application to Market Development for approval. The application and instructions can be obtained at <http://www.in.gov/dwd/2910.htm>.

5. Customized Recruitment Services

An employer participating in the JOBS program has access to a wide array of recruitment services. In addition to the usual services provided by the WorkOne and the mandatory posting of its vacancies to Indiana Career Connect, JOBS may provide funding to assist participating employers with job fairs and advertisements. To access these funds, please complete the application located at <http://www.in.gov/dwd/2910.htm>.

6. Special Circumstances

Regional Operators or the Marion County Workforce Investment Board may apply for funding to assist participating employers with short-term assistance for large assessment efforts, room rental for assessments for large attraction/retention projects and other assessment expenses not covered by the ACT licensing agreement. Please request approval for funding by completing the application located at <http://www.in.gov/dwd/2910.htm>.

7. Marketing the JOBS program

JOBS funding has been made available to the regions via the “business consultant” contract to market the JOBS program and the Career Readiness Certificate for those regions utilizing them.

Questions regarding this Technical Assistance Bulletin may be directed to:

Brenda Johnson
Assistant Director, Market Development
Indiana Department of Workforce Development
10 North Senate Avenue
Indianapolis, IN 46204
Telephone: 317.233.0221
E-mail: BJohnson@dwd.IN.gov

Please note that previously issued Technical Assistance Bulletins can be reviewed on the Indiana Department of Workforce Development website at <http://www.in.gov/dwd/3447.htm>.